

### **ENVIRONMENTAL PROGRAM SUPERVISOR**

**DEFINITION:** Under general direction, provides day-to day supervision of a component program unit under the Environmental Protection Agency (EPA) program; serves as a working supervisor and as a senior scientific expert on environmental issues that are significantly difficult; performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Supervises and coordinates a program unit within the Environmental Protection Agency program; assures program unit is in compliance with established environmental objectives; major decisions that arise are jointly pursued with program manager; consults with program manager on major environmental policy changes; makes administrative decisions that may significantly impact the respective program unit, such as personnel, budget, procurement or other similar administrative responsibilities.

Assesses, reviews and investigates alleged environmental violations and complaints; initiates joint investigation with respective law enforcement agencies; develops, assigns and recommends solutions and enforcement actions; assigns staff to monitor activities to assure compliance with prescribed penalty imposed by the respective agency or courts; applies extensive scientific knowledge of the environmental science; notifies appropriate local, state or federal agencies as circumstance and requirements dictate.

Conducts policy related research pertaining to the mission of assigned program unit; reviews and interprets technical environmental reports, laws and regulations and makes recommendations; assists in preparation of technical information and testimony associated with environmental findings and research; enforces federal and Navajo Nation environmental laws and regulations; interfaces with various government agencies engaged in similar enforcement actions and/or objectives.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable Navajo Nation, state and federal statutes, rules, regulations, policies and other directive pertaining to the environmental protection field.

Knowledge of basic managerial principles, administration, and supervisory skills to sufficiently manage a small program unit.

Knowledge of the principles and techniques of field investigations and research.

Skill in evaluating and assessing compliance with complex environmental statutes, rules, regulations, policies, procedures and other directives.

Skill in conducting and undertaking scientific field investigations and research.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships others.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires the ability to work in and out doors in varying weather conditions at all times of the year. Walking over long distances, carrying heavy, bulky equipment and other items, climbing ladders or into trenched may be required. There is the risk for potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in the Physical Sciences, Biology, Chemistry or a closely related field; and four (4) years of progressively responsible experience overseeing, managing

THE NAVAJO NATION

Class Code: 3031  
Natural Resources and Parks Series  
Environmental Sciences Group  
Overtime Code: Exempt  
Pay Grade: 67

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and/or administering environmental programs and/or projects; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.